



State of Vermont
OFFICE OF THE GOVERNOR

VERMONT GOVERNOR'S OFFICE INTERNSHIP PROGRAM

The Governor's Office Internship Program is a select internship experience designed for students and recent graduates who are interested in Vermont government, politics, and public service. A Governor's Office internship offers exposure to the operations and day-to-day tasks of the Governor's Office, as well as unique insight into the challenges and opportunities facing Vermonters.

This competitive program is geared toward undergraduate students, graduate school students, and recent graduates, but our office will also consider applications from high school students or Vermonters seeking an internship experience at any point in their professional careers.

Internships are split into three trimesters, Fall (September through December), Spring/Legislative Session (January through May) and Summer (June through August). The number of hours per week is flexible, but is generally 15-20 hours in the Fall and Spring and 20 in Summer. The Governor's Office Internship Program is uncompensated and is intended for persons seeking to gain academic and/or professional experience.

Internship duties will vary but include: answering phones, processing mail, responding to letters and emails, research into state agencies, programs, and policies, and general clerical duties. Interns may also be asked to attend press conferences or legislative committee meetings, and staff the Governor at events.

How to apply:

Interested applicants should email, mail or fax a completed Internship Application form, cover letter, resume, writing sample, and two references to Carolyn Wesley.

Geoff Green
Office of the Governor
109 State Street
Montpelier, VT 05609
Geoff.Green@state.vt.us
Fax: 802 828 3339

Application Deadlines:

Spring/Legislative Session 2015 – Closed
Summer 2015 – March 31, 2015
Fall 2015 – August 4, 2015



State of Vermont
OFFICE OF THE GOVERNOR

VERMONT GOVERNOR'S OFFICE INTERNSHIP PROGRAM APPLICATION

Full Name: _____

Permanent Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-mail: _____

Date of Birth: _____

Education:

School: _____ Year: _____

Major/Minor: _____ GPA: _____

Availability:

Please indicate semester/quarter you are applying for (you may select more than one):

Fall: _____ Dates Available: _____

Spring _____ Dates Available: _____

Summer: _____ Dates Available: _____

Daily Availability

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Total number of hours available weekly: _____

Attachments:

Cover Letter: Please attach a one-page cover letter outlining why you are interested in interning for the Governor's office and what knowledge, skill, and experience you would bring to the position.

Resume: Please attach resume.

Writing Sample: Please attach a writing sample that is no longer than four pages double-spaced that you believe is most pertinent to the position and best represents your writing skills.

References: Please attach the names and contact information of two references and explain their relationship to you. Letters of recommendation are encouraged, but not required.